Smart Data
PROCEDURES MANUAL
for
Cardholder Assistants

October 2014
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LOGGING INTO SMART DATA FOR THE FIRST TIME

Step 1
Access the Mastercard Smart Data online system through the following internet site
https://sdg2.mastercard.com

Please note: Smart Data requires certain Web browsers in order to work properly. It supports the following browsers on Windows 7 and 8:

- Microsoft Internet Explorer versions 8, 9 and 10
- Mozilla Firefox 24 ESR

Step 2
Enter the User ID and Password. Your User ID and temporary password is emailed to you by MasterCard (sdg2@mastercard.com) once the required access is created in Smart Data.

Step 3
For security purposes, you will be prompted to change your password when you first log in.
Step 4

The next screen will ask you to set up a Security Question and a Security Answer.

To reset a Password

A Cardholder Assistant has six attempts to log in with their User ID and password. You will be locked out of Smart Data after six unsuccessful attempts.

If you have forgotten your password, you can go to the Smart Data login page and click on the “Forgot Password/PIN?” link. To use this function, you should have already set up your Security Question and Answer in your user profile.

Alternatively, you can email QSS CCU for assistance. For QSS CCU contact details, please visit your QSS Customer Site on the below link.

The below screen will appear asking for your User ID.

The next screen will ask for your Security Question and Security Answer. These details are the ones you entered when you logged in for the first time.

If you have entered the correct information, Smart Data will send a temporary password to the work address you registered when you logged in for the first time. This password is valid for 60 days.

If you are unsure of your User ID, your nominated supervisor can access this information by logging in to Smart Data.

Or you can email QSS CCU for assistance.
COST ALLOCATING TRANSACTIONS

At the beginning of every month, Cardholders, Cardholder Assistants, Supervisors and Delegate Supervisors will receive an automated email from MasterCard advising that they may now go into Smart Data and cost allocate their expenses for the previous Reporting Cycle.

- If you do not receive an email notice, please contact QSS CCU.

Cardholder Assistant cost allocating in Smart Data

Step 1

Once you have logged in successfully, the following screen will appear.
Step 2

Hover over the Financial tab and select Account Summary from the drop-down menu.

Step 3

The following screen will appear. Under Search Criteria, choose “All (Account)” from the drop-down menu and click on Search.

Or if you have a number of cardholders you have access to, select “Account Name (starts with)” from the drop-down menu, and then type the surname of the cardholder.
Step 4

The next screen will display all cardholder accounts you have access to reconcile. Click on a Cardholder Name to open an account.

Step 5

The below screen will appear. Select the appropriate Reporting Cycle, and click Search.

Reporting Cycles are pre-defined date ranges (usually statement cycles) set by MasterCard. Reporting Cycles do not necessarily fall in line with calendar months, e.g. some Reporting Cycles begin on the last or second-last day of the previous month, and similarly they can end before the end of the calendar month. It is advisable to always choose the Reporting Cycle (do not enter a date range) when costing or running reports.
Step 5

The next screen will show all purchases made for that chosen Reporting Cycle.

Step 6

Click on Expand All to display the Accounting Codes Information required and select Edit Accounting Codes to enable each transaction to be reconciled.
Alternatively, you may expand the transaction one by one instead of expanding all transactions at once. Click on the Accounting Detail icon to expand the transaction you would like to work on.

**Step 7**

Perform the cost allocation by entering the details for each transaction, also ensuring that the GST Amount field is showing the amount as per your invoice.

Please note that each agency/department will require specific cost allocation fields, and may include or exclude some of the fields in the following examples. Please ensure that each required field, marked with a red asterisk, are completed.

**IMPORTANT NOTE:** Click on the Save button after each transaction so any data input is retained. Smart Data will log you out after 15 minutes of inactivity.
Cardholder Assistant splitting a transaction in Smart Data

At times, you may need to split a transaction between Cost Centres, GL Account or Tax codes for an invoice that contains mixed purchases. This is done by splitting the transaction in Smart Data, and recording the relevant details apportioned to each amount.

**Step 1**

From the Transaction Summary screen, split the transaction by selecting the Split Transaction icon.

**Step 2**

In the Split Transaction screen, you will need to change the GST Amount field to the amount as per your invoice, choose the number of splits you wish to make, and then click the Add button. It is also important to ensure that Split By is set to “Amount”.

1. Change the GST amount, if required, to match the amount in your invoice.
2. Enter the number of splits required
3. Click Add
Step 3

The below screen will appear showing the number of splits requested. Enter a brief description of the split in the Description field. Then click the Save button to apply the splits.

Step 4

The system will post a message that the changes have been applied. You will be able to click the Expand All option, or open one split at a time by clicking on the Accounting Detail icon, to display the Accounting Codes Information.

Step 5

You may now start cost allocating the split transactions. Refer to Steps 6-7 on how to cost allocate a transaction.
Step 6

To go back to the Transaction Summary screen, click on the Transaction Summary link in the menu as shown below.

![Split transaction](image)

Click Transaction Summary to return to the Transaction Summary screen.

Step 7

In the Transaction Summary screen, you will notice that the splits are now displayed.

![Split transactions displayed](image)
Once you are satisfied that all of the transactions have been coded correctly, tick the “Reviewed” box against each transaction and then click on the Save button. This will lock the transactions so no further changes can be made.

The Corporate Card Unit can unlock reviewed transactions should an amendment be required.

Click on the Home tab to return to the Home page.

The next section outlines the procedure on how to print the Expense Report.

The hardcopy of the Expense Report (signed by the cardholder) and all supporting documentation for the transactions must be completed as outlined in your agencies policies and procedures.
CARDHOLDER ASSISTANT PRINTING AN EXPENSE REPORT

Step 1

From the Home page, hover your cursor on the Reports tab, and select Schedule Report from the drop-down menu.

Step 2

On the next screen, select Expense Report with Tax with and without Cost Allocation.
Step 3

On the next screen, in the Account Name field, type in the cardholder’s surname whose report you would wish to run, and then click Search.

Click on the cardholder’s name when it appears on the next screen.
Step 4
On the Filters screen, just click on the Next button to proceed to the next step.

Step 5
On the Options screen, ensure you have the following selected, and then click Next.

- Select Posting Date
- Select “Adobe PDF” format
- Always tick the Include Splits box.
- Enter a brief description of the report, e.g., J Smith Sep 2013
- Check Email address
- Click Next to proceed.
Step 6

On the Frequency screen, ensure that you select the appropriate Reporting Cycle, and then click Save. This will then schedule the report.

You will receive an email from sdg2@mastercard.com once the report is ready.

To open and print your report, return to the home page by clicking on the Home tab at the top of the screen.

Step 8

On the Home page in Smart Data, the Completed Report section in the Reports and Data Files section will have the reports you have previously exported. Click on the link (report name) to open the Expense Report.
Step 9

The Expense Report will appear as shown.

Step 10

Print the Expense Report.

Collate and attach all tax invoices and supporting documentation to the report and sign the Expense Report before forwarding the documentation to your supervisor for checking and approving.

CARDHOLDER REPORTING NIL TRANSACTIONS

Where no transactions have occurred in the Reporting Cycle, Supervisors may request cardholders to print an Expense Report. If requested, it is recommended that cardholders print and file a copy of any documentation to show that there is no activity within the Reporting Cycle. This simplifies any audit requirements.

Alternatively, it may be determined that an email from the cardholder to the supervisor may be sufficient. It is not mandatory for the cardholder to print and submit a nil transactions Expense Report for the Reporting Cycle. It is at the discretion of the cardholder’s supervisor/s to determine whether a nil response is required.

It is highly recommended for Supervisors to review their cardholders’ activities in Smart Data, regardless of advice from cardholders that there are no transactions for the Reporting Cycle.
GLOSSARY

Cardholder
A person to whom a corporate card is issued

Cardholder Assistant
A person nominated to assist the cardholder to enter/review the cost allocation of transactions into Smart Data and match transactions to receipts/tax invoices.

Supervisor
A person nominated by the cardholder to review and sign Expense Reports, and to approve transactions in Smart Data. This person is responsible for ensuring cardholder transactions are valid and accurately cost allocated and that all paperwork is submitted. The supervisor must be a higher level officer than the cardholder.

Delegate Supervisor
A person assisting the Supervisor to perform the online activities in Smart Data associated with approving a cardholder’s monthly transactions.

Expense Report
A hardcopy summary of the monthly transactions cost allocated to the appropriate accounting codes.

GL Account
An account number used to charge a purchase.

Cost Collector (Cost Centre/Internal Order)
A cost collector is used in SAP specifically to allocate a cost to a work unit, project etc. It is part of the SAP controlling module which tracks postings to revenue and expense accounts.

Tax Code
A code used to identify various types of purchases for GST purposes.

Trading Partner (CPID – Counter Party Identifier)
A code which identifies the other party, usually the merchant, to a transaction. It is used by Queensland Treasury to track intra/inter-government and private company activity for statistical reporting.
CORPORATE CARD UNIT CONTACT DETAILS

Corporate Card Unit, Queensland Shared Services

Address: Corporate Card Unit
Queensland Shared Services
GPO Box 173
Brisbane
QLD 4001

Email: Visit your agency’s QSS Customer Website for contact details on

Please direct all policy-related enquiries to your agency Corporate Finance Office.
SMART DATA QUICK REFERENCE GUIDE for CARDHOLDER ASSISTANTS

Smart Data website: https://sdg2.mastercard.com

Costing Transactions
2. Select All (Account) in Search Criteria.
3. Click on cardholder name to open account.
4. Select Reporting Cycle. Click Search.
5. Click Expand All to see transactions that need costing.
6. Click Edit Accounting Codes.
7. Complete costing for each transaction.
8. Click Save.
9. Click the Reviewed tick box to lock transaction.
10. Click Save.

Running the Expense Report and finalising reconciliation
2. Select Expense Report with Tax with and without Cost Allocation, then click Next.
3. Select All (Account) in Search Criteria
4. Click on cardholder name you wish to run report for.
5. Click Next on Filters screen.
6. In the Options screen, tick Include Splits box and enter a brief description of report. Click Next.
7. Select Reporting Cycle (last option), then select statement month in the drop-down menu. Click Save.
8. System will send you an email when report is complete.
9. In the Home page, under Reports and Data Files, click on the report.
10. Print a copy of the report and attach relevant supporting documentation.
11. Sign and date report and submit to your supervisor for approval online and on hardcopy.
12. Report is stored in the system for 30 days only. Save a copy if you wish to retain.

Hints and Tips
- Smart Data will log you out after 15 minutes of inactivity. Ensure you save costing to each transaction as you go.
- Applying splits must be completed in sequence as per the manual.
- Check bottom of screen for multiple pages.
- When navigating in the system, do not use the browser Back button. This can cause an error. Use the breadcrumbs instead of the browser’s Back and Forward buttons to navigate in the application. Breadcrumbs show where you are in the current workflow and provide links to return you to the previous screen.

Use Breadcrumbs.